



REQUEST FOR CFSTES COURSE Scheduling
STATE FIRE TRAINING
PO BOX 944246 * SACRAMENTO, CA 94244-2460
Phone # (916) 445-8132 * Facsimile #(916) 445-8128
(Internet) www.fire.ca.gov

REQUEST MUST BE RECEIVED EIGHT WEEKS PRIOR TO BEGINNING DATE OF CLASS

TODAY'S DATE:	COURSE TITLE:	
BEGINNING CLASS DATE:	ENDING CLASS DATE:	
CLASS LOCATION (City):	TRAINING FACILITY:	
SPONSORING AGENCY NAME:	AGENCY CONTACT FULL NAME:	
ADVERTISE IN CLASS SCHEDULE? <input type="checkbox"/> YES <input type="checkbox"/> NO	AGENCY CONTACT PHONE NUMBER:	
PRIMARY INSTRUCTOR:	ASSISTANT INSTRUCTOR(S):	
DELIVERED ON SHIFT SCHEDULE? <input type="checkbox"/> YES <input type="checkbox"/> NO	TOTAL NUMBER OF STUDENTS:	PER SHIFT:
LOCAL PROCESSING: <input type="checkbox"/> YES <input type="checkbox"/> NO (Accredited Regional/Local Academies only) ID#		

SHIPPING INFORMATION:	BILLING INFORMATION:
SHIP TO:	BILL TO:
ATTN:	ATTN:
STREET ADDRESS: (NO PO BOX)	STREET ADDRESS:
CITY/STATE/ZIP CODE:	CITY/STATE/ZIP CODE:

▷ SHADED AREAS FOR OFFICE USE ONLY ◁

Registration/Manuals	QTY ITEMS	UNIT PRICE	TOTAL PRICE	CODES (INDEX 5921)	QTY SHIPPED	QTY RETURNED	QTY BILLED	FINAL AMOUNT
Total number of students	#	\$50.00	\$	59210-142500-20	#	#	#	\$
Registration fee only:								
Level 1 Student Manuals <input type="checkbox"/>	#	\$20.00	\$	59210-141200-__	#	#	#	\$
Level 2 Student Manuals <input type="checkbox"/>		\$15.00						
County materials shipped to		Tax rate %	\$	SALES TAX				\$
HANDLING CHARGE		\$ 5.00	\$ 5.00	59210-141200-03				\$
TOTAL AMOUNT DUE:		\$		Final Amount Due		\$		

DATE SHIPPED:				SHIP VIA:	<input type="checkbox"/> UPS <input type="checkbox"/> USPS <input type="checkbox"/> PICK-UP		
BOX	WEIGHT	BOX	WEIGHT	TOTAL EXAM BOOKLETS:		REVISION DATE:	
1		4		SERIAL NUMBERS:			
2		5		CLASS CODE:		PRIM INSTRUCTOR CODE:	
3		6		INVOICE NUMBER:		MRT #	
DATE RECV'D SM:				DATE <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED			
DATE RECV'D REG:							

By submitting this request, instructors and sponsoring agencies agree to comply with all published State Fire Training policies and procedures of the California State Fire Marshal's Office.

INSTRUCTIONS:

- All Requests must be received 8 weeks prior to begin date of class. Late classes may be denied.
- Complete form except shaded areas. (All boxes must be completed).
- Shipping and Billing address is required. If billing address is the same as shipping, you may write "Same".
- List number of students and multiply total number of students by \$50.00 to get total price. (Example: 20 students x \$50.00 = \$1,000.00)
- When ordering Student Manuals, always check appropriate box for level 1 or level 2. Student Manual fees are \$20.00 and \$15.00 which include shipping charges.
- All classes will be assessed a \$5.00 handling charge.
- Write County name and tax rate (%) of where materials will be shipped.
- Requester must calculate all math.

RETURNING CLASS

- Return all class materials via UPS to:
**CDF/STATE FIRE TRAINING
1131 'S' STREET
SACRAMENTO, CA 95814**
- Return scantrons, class roster, exams, instructor checklist and student manuals if applicable.
- Copy of invoice must be attached.

PAYMENT

- Do not send payment before you receive invoice.
- Send check and copy of invoice to:
**CDF/ACCOUNTING
ATTN: CASHIER
PO BOX 944246
SACRAMENTO, CA 94244-2460**

MRT PROCESS – (CDF ENTITY ONLY)

- Requester must complete MRT as follows:
Assign Document number
Unit's Calstar coding and (C) for Charge
OSFM Calstar coding is: {FY-5921-337.01-59210-\$ } and (A) for Abatement
Use object code 337.01 ONLY for the total amount of the MRT
Do not pay sales tax for student manuals on MRT only
Do not send MRT copies to CDF/Accounting Headquarters
The MRT must be signed, dated and approved by an authorized individual
Send original MRT with course request form to CDF/State Fire Training

INFORMATION

Course Approval	-	Betty Navarrette	-	(916) 445-8132
Shipped/Cancelled Classes	-	Rich Curatolo	-	(916) 445-8158
Payment/Invoice/MRT	-	Penny Katsifolis	-	(916) 445-8144